



West Los Angeles College  
Allied Health Division  
Medical Assisting Program  
Fall 2015  
Pharmacology for Medical Assistant  
Course Syllabus

Prepared by Dr. Yervant Boghos

**Course title:** Pharmacology for Medical Assistant  
**Course #:** HLTH OCC 058  
**Course units:** 2  
**Class Location:** Building SC, Room 105  
**Instructor:** Dr. Yervant Boghos  
**E-Mail:** [boghosy@wlaac.edu](mailto:boghosy@wlaac.edu)  
**Phone #:** (310) 287-7232  
**Office hours:** Tuesday 3:30pm—5:00pm  
Thursday 4:00pm----5:00pm (SC Room 104)  
**Prerequisite:** None

**Textbook and  
Workbook:** Comprehensive Medical Assisting (Fourth Edition)  
**Author:** Judy Kronenberger, Laura Southard Durham, and Denise Woodson  
**Publisher:** Lippincott Williams & Wilkins

## I. COURSE DESCRIPTION:

Introduction to the principles of pharmacology and medication administration in the ambulatory setting. This course focuses on the effects of drug therapy on human body systems, interpreting and documenting medication orders, calculating dosages for nonparenteral and parenteral medications and common medications used in each body system.

## II. COURSE OBJECTIVES:

**Upon completion of this course the students will be able to:**

1. Define and spell the key terms relating to the course topics.
2. Define abbreviations and medical terminology used on the topics.
3. Discuss the legal scope of practice for medical assistant.
4. Discuss the MA's role in administering and dispensing drugs.
5. Describe basic principles of pharmacology.
6. Describe sources of drugs.
7. Identify chemical, trade, and generic drug names.
8. Name the regulations and branches of government that impact prescription medications and controlled substances.
9. Explain the various drug actions.
10. Describe the difference between medication side effects and allergies.
11. Name the source for locating information on pharmacology.
12. List safety guidelines that must be followed when drugs are administered.

13. Identify and describe the forms and routes of drug administration.
14. Discuss the parenteral administration of medication.
15. Describe various drug classifications and give an example of each.
16. Explain the legal guidelines for prescribing and administering controlled substances.
17. Explain how drugs are measured and conversions are calculated.
18. Explain how drug dosages are calculated.
19. Describe the parts of a prescription.
20. Explain how and why prescription pads should be safeguarded.

### **III. STUDENT LEARNING OUTCOMES: (SLOs)**

- Critical Thinking:  
Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- Communication:  
Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- Technical Competence:  
Utilize the appropriate technology for informational, academic, personal, and professional needs.
- Medical Ethics:
  - a. Render services with respect for human dignity.
  - b. Uphold the honor and high principles set forth by the AAMA.
  - c. Respect patient confidentiality and continually improve knowledge & skills

### **IV. STUDENT LEARNING OUTCOME ASSESSMENT:**

Students will be evaluated based on correctly identifying medication. Students will be evaluated on their ability to understand and apply state laws and regulations and to communicate the principles of medication administration. Also, students will be evaluated according to written examinations, assignments and quizzes to confirm that the course objectives have been achieved.

### **V. INSTRUCTIONAL METHODS:**

- Lecture
- Group discussion.
- Lab. group practice (role play)
- Assignment(2)
- Quizzes (1)

### **VI. CLASSROOM/LAB DRESS CODE AND GROOMING:**

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 15 and 16.

### **VII. ATTENDANCE POLICY:**

Students are expected to participate in all classes for which they are registered. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may exclude a student from a class whenever a student is not

participating on a regular basis. Participation in class discussion is required. Complete assignments during the allotted time.

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 7 and 8.

## VIII. WALKING IN AND OUT OF CLASS:

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

## IX. CELL PHONES, IPODS, TABLETS, AND OTHER COMMUNICATION DEVICES:

- **Turn them off and put them away when class begins.** Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

Taking Photos in the classroom is **NOT** allowed without prior consent of the instructor.

## X. FOOD AND DRINKS POLICIES:

- Food and drinks are **NOT** allowed during the lecture and lab.
- Please refer to WLAC Allied Health Division Medical Assistant Handbook Board Rule 9805.10, page 11.

## XI. ACADEMIC INTEGRITY:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

### **Forms of Behavior which Violate Academic Integrity:**

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing materials produced in other courses, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

## XII. STANDARDS OF STUDENT CONDUCT:

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

### **XIII. RECORDING DEVICES:**

State Law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog)

For more information refer to the attached link:

[http://www.wlac.edu/academics/pdf/WLAC 12-14Catalog Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC%2012-14Catalog%20Policies.pdf)

### **XIV. DROPPING THE COURSE:**

According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is [Sep. 08, 2015]. The last day to drop without a "W" is [Sep.08, 2015]. The last day to drop with a "W" is [Oct.09, 2015].

### **XV. DISABLED STUDENT SERVICES:**

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

### **XVI. INSTRUCTIONAL SUPPORT AND MONITORING:**

- For assistance with research projects, visit the Library on the second floor of the HLRC or access Library resources online at <http://www.wlac.edu/library/index.html>
- Monitor your academic progress online at <http://www.wlac.edu/online/counselingonline.asp> by clicking on the Degree Works icon, or contact an Online Counselor at [onlinecounseling@wlab.edu](mailto:onlinecounseling@wlab.edu)

### **XVII. COURSE RESOURCES:**

- Library and Learning Resources Center

**XVIII. SYLLABUS CHANGE POLICY:** This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

### **XIX. GRADING AND EVALUATION:**

- The grade in this course will be based upon:
  - a. Assignments (2) 30 points (15 points each)
  - b. Quizzes (1) 20 points
  - c. Final exam 100 points
- The maximum is 150 points = 100 % = A
  - 135-----150 points = 90 -----100 % is A = Excellent
  - 120-----134 points = 80 -----89 % is B = Good
  - 105-----119 points = 70-----79 % is C = Average
  - 90 -----103 points = 60-----69 % is D
  - 76-----89 points = 50-----59 % is F

Below 105 points or 69 % and less is non-passing grade. **Note:** There are **NO** make-up tests or quizzes  
**Extra credit:** 10 points for **perfect attendance** or additional assignment.

## XX. COURSE OUTLINE AND SCHEDULE

week	Day & Date	Time	Lecture Topics and Activities	Hours		Assignment (study Guide)
				Lec.	Lab	
1	Tuesday Sep 01.15	6:45pm To 9:55pm	I. Entrance Test II. Introduction to syllabus <b>Chapter 23, Pharmacology</b> - Medication Names	X		Read chapter 23 Page 501-----511
	Thursday Sep.03.15	6:45pm To 9:55pm	- Legal Regulations (FDA, DEA) - Schedule of Controlled Substances - Drug Sources		X	Study Abbreviations Page 516 (textbook)
2	Tuesday Sep 08.15	6:45pm To 9:55pm	- Drug Actions and Interactions - Sources of Information ( PDR) - Common Parts of the Prescriptions	X		<b>Assignment # 1</b> Answer questions on Page 422 & 423
	Thursday Sep.10.15	6:45pm To 9:55pm	<b>General Classifications of Drugs.</b> Page 502 & 503	X		Answer questions on Page 424 & 425
3	Tuesday Sep.15.15	6:45pm To 9:55pm	<b>Drug Classifications.</b> <b>Commonly prescribe Medications in</b> - Dermatology, page 611 - Orthopedics, page 641 & 642 - Ophthalmology & Otolaryngology, page 669	X		Answer questions on Page 426 & 427
	Thursday Sep.17.15	6:45pm To 9:55pm	<b>Drug Classifications (cont'd)</b> - Respiratory System, page 693 & 694 - Cardiovascular System, page 722 & 723 - GI system, page 746 & 747	X		Answer questions on Page 428 & 429
4	Tuesday Sep 22.15	6:45pm To 9:55pm	<b>Drug Classifications (cont'd)</b> - Nervous System, page 764 & 765 - Urinary System, page 782 - Female reproductive System, page 814 & 815	X		Answer questions on Page 545 & 546
	Thursday Sep.24.15	6:45pm To 9:55pm	<b>Drug Classifications (cont'd)</b> - Endocrine System, page 836 & 837 - Pediatric, page 862 & 863 - Geriatric, page 887 & 888	X		Case Study For Critical Thinking Pages 430 & 431
5	Tuesday Sep.29.15	6:45pm To 9:55pm	<b>Review All drug Classifications</b>	X		
	Thursday Oct.01.15	6:45pm To 9:55pm	<b>Quiz # 1</b> <b>Chapter 24, Preparing and Administering Medications</b> - Medication Administration Basics - Safety Guidelines - Seven Rights for Correct Drug Administration	X		<b>Turn in Assignment # 1</b>

6	Tuesday Oct.06.15	6:45pm To 9:55pm	- Systems of Measurement - Converting Between Systems of Measurement		X	<b>Assignment # 2</b> Answer questions on Page 436&437
	Thursday Oct.08.15	6:45pm To 9:55pm	- Dosage Calculation - Parenteral Drug Administrations ( ID,IM,SC )		X	Answer questions on Page 438&439
7	Tuesday Oct.13.15	6:45pm To 9:55pm	<b>Lab. Group Practice (Role Play).</b> - Medication Measurements and Conversion - Dosage Calculation - Parenteral Drug Administrations ( ID,IM,SC )	X		Answer questions on Page 440--443
	Thursday Oct.15.15	6:45pm To 9:55pm	<b>Lab. Group Practice (Role Play).</b> - Medication Measurements and Conversion - Dosage Calculation - Parenteral Drug Administrations ( ID,IM,SC )	X	X	Case Study For Critical Thinking Pages 444
8	Tuesday Oct.20.15	6:45pm To 9:55pm	<b>Review</b>	X	X	<b>Turn in Assignment # 1</b>
	Thursday Oct.22.15	6:45pm To 9:55pm	<b>Final Exam</b>			
<b>This Syllabus is Subject to Modification or Revision</b>						

## Student Acknowledgment

(Please return this sheet to the instructor)

**Course:** HLTH OCC # 058 Pharmacology for Medical Assistant

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**Semester:** Fall 2015

“I \_\_\_\_\_, have completely read this syllabus  
and understand and agree to the course requirements.”

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_